Copy to Mysore State.

Government of Madras.

Public (Elections) Dept. (1953)

Memorandum No 978/53-8

dated 10th June 1953.

FOR MYSORE STATE

ELECTORAL ROLLS (ASSEMBLY AND PARLIAMENTARY) (ANNUAL REVISION, 1953) CIRCULAR NO. 4.

Memorandum No. 978/53-8, Public (Elections), dated 10th June 1953.

[Electoral Rolls—House of the People and Madras Legislative Assembly—Annual Revision, 1953—Preparation and Printing of final rolls or final lists of amendments and final publication—Instructions issued.]

Reference.—(1) Electoral Rolls (Assembly and Parliamentary) (Annual Revision, 1953) Circular No. 2] G.O.P. No. 1228, Public (Elections)], dated 9th May 1953 and (2) Electoral Rolls (Assembly and Parliamentary) (Annual Revision, 1953) Circular No. 3 [Memorandum No. 978/53-3, Public (Elections)], dated 15th May 1953.

The following instructions are issued for the prepartion and printing of the final electoral rolls or the final lists of amendments to the electoral rolls, as the case may be, and their final publication in the revision in 1953.

2. (1) It has been laid down in paragraph 2 (2) of the circular, second cited, that six copies of the preliminary list of amendments to the roll for each unit should be prepared in manuscript—two copies for the statutory publication in each of the offices of the Electoral Registration Officers of the Assembly Constituency and the relevant Parliamentary Constituency and the remaining four for the non-statutory informal publication in the local unit and the other places specified in this behalf. The four copies of the preliminary roll published non-statutorily may be removed from the place of publication immediately after the period for the filing of claims and objections is over. One of these copies should be sent to the Revising Authority for his reference in disposing of claims and objections. Another of these copies will be required for purpose of reference in preparing the final list of amendments or the final electoral roll, as the case may be.

(2) The copies of the preliminary electoral roll of each unit published statutorily in the Offices of the Electoral Registration Officers (Assembly and Parliamentary) should however be " kept published " at the respective places till the final electoral roll or the final list of amendments for that unit is ready and the final roll is published.

(3) All these six copies of the preliminary electoral roll should be carefully accounted for and after the final publication, three of these copies should be kept in safe custody in the Office of the Electoral Registration Officer of the Assembly Constituency and the remaining three copies in the Office of the Electoral Registration Officer of the relevant Parliamentary Constituency with reference to sub-rule (1) of rule 24 of the Representation of the People (Preparation of Electoral Rolls) Rules, 1950. If, however, any of the sheets of these rolls have been torn or damaged otherwise, fresh sheets should be prepared and added to the rolls.

3. *Preparation and printing of the final electoral rolls or final lists of amendments.*—As soon as the claims and objections relating to a local unit have been disposed of by the Revising Authority, the final electoral roll or the final list of amendments, as the case may be, for that unit should be prepared as instructed below without any delay whatsoever and sent for printing.—

(1) *Units for which the entire roll was consolidated and reprinted before preliminary publication in the last revision.*—For these units the final list of amendments of 1952 and the list of amendments of this year will be consolidated and reprinted as a single list of amendments. Accordingly a consolidated list of amendments incorporating the entries in the final list of amendments of 1952, the preliminary list of amendments of 1953 and the additions, deletions and corrections ordered by the Revising Authority in this revision should be prepared in manuscript in duplicate using carbon paper and copying pencil and headed in the language of the roll as follows, viz., " Consolidated list of amendments of 1953". For the purpose of this consolidation, entries relating to the age of each voter in Part I (Inclusions) of the final list of amendments of 1952 should be altered by adding thereto one year. It should also be ensured that the entries of voters in Part I of the consolidated list of amendments is in the order of their house numbers and in each house in the order as indicated in sub-paragraph (5) (*g*) (iii) below. The serial number of voters in Part I of the consolidated list should be in continuation of the last number in the consolidated basic roll of 1952.

(2) *Madras City.*—In Madras City a consolidated list of amendments should be prepared as instructed in sub-paragraph (1) above, that is, incorporating the entries in the final list of amendments of 1952, the preliminary list of amendments of 1953 and the additions, deletions and corrections now ordered by the Revising Authority. The final roll of 1953 will thus consist of the original roll of 1948, the consolidated preliminary list of amendments of 1952 and the consolidated (final) list of amendments of 1953.

(3) *Areas where the roll was not intensively revised in* 1952 *or where it will not be intensively revised in* 1953.—In these areas only a final list of amendments need be prepared and printed. The preliminary list of amendments of 1953 should be re-written incorporating therein the additions, deletions and corrections, if any, ordered by the Revising Authority, in duplicate with the heading "List of amendments of 1953".

(4) *All areas in Bellary district.*—In Bellary district where there will be no intensive revision in any area during 1953 only lists of amendments to the electoral rolls will be prepared as in subparagraph (3) above.

(5) *Areas (other than Madras City and Bellary district) where the rolls were intensively revised in* 1952 *or will be intensively revised this year.*—In these areas the entire roll for each unit along with the list of amendments of 1953 will be consolidated and reprinted as a single roll. For this purpose it is not necessary to re-write in manuscript the entire roll. Two copies of the final roll should be got prepared as follows:—

(*a*) Firstly, Part I—Inclusions—of the preliminary list of amendments of 1953 for each unit should be re-written in manuscript in duplicate incorporating therein the additions, if any, ordered by the Revising Authority and these parts added to two complete printed copies of the current electoral roll for the unit.

(*b*) All the corrections and deletions noted in the errata of 1950, lists of amendments of 1951 and/or 1952, as the case may be, and those in the preliminary list of amendments of 1953 and those ordered by the Revising Authority in this revision should be carried out in manuscript in the relevant parts of these two copies of the roll, that is, the entries affected should be scored out or corrected, as the case may be. Then the errata of 1950 and Part II of the lists of amendments in the two copies should be scored out completely.

(*c*) The entry relating to "caste" or "tribe" of each voter in the printed rolls should be scored out.

(*d*) The entry relating to age of each voter in the 1948 roll (i.e., those which have not been struck off) should be altered by adding thereto five years. Similarly the entry relating to age in the other parts of the roll should be altered by adding thereto three years, two years or one year, as the case may be, the intention being that the entry relating to age should be brought up as in 1953.

(*e*) Then the appropriate places in the original roll of 1948 wherein the additions noted in the supplementary roll of 1950, lists of amendments of 1951 and 1952 and the list of additions of 1953 (manuscript list now added to the roll) will have to be inserted, that is with reference to the house numbers and in each house in the order as explained in sub-paragraph (*g*) (iii) below, should be indicated. The serial number of voters should accordingly be altered so as to be in one continuous series indicating the appropriate order in which each voter's name should be entered.

(*f*) The form of the electoral roll is given in Annexure I. The "note" explaining the sequence of entries for each voter as shown in the form should then be entered in manuscript in the language of the roll on the first page—only on the first page—of both copies of the final roll. The heading "Final electoral roll of 1953" in the language of the roll should be written at the top and where necessary, corrections should also be made in the other headings on the first page of the roll.

(*g*) In re-arranging the names of voters for the purpose of consolidation it should be noted that

(i) In villages and minor panchayats, the first entry, viz., the serial number should run in one series for the whole village or minor panchayat; the second entry, viz., the house number will run in the serial order of the block numbers; in each block the arrangements of the entries relating to the voters will be in the order of house numbers.

(ii) in major panchayats and municipalities where the rolls have been prepared separately for each block or locality, as the case may be, the first entry, viz., the serial numbers will run in one series for each block or locality; in each locality the second entry, i.e., house number should be in the serial order of the numbers assigned to the streets in that locality and in each street the entries will be in the serial order of the house numbers in that street; in each block the second entry will be in the order of the numbers of the houses in that block.

(iii) In all areas, in entering the names of voters against each house, the names of the heads of the families therein should be arranged alphabetically ; the names of all other members of a family, arranged alphabetically among themselves, should be entered immediately after the name of the head of the family.

(*h*) Both copies of the final rolls thus prepared should be carefully checked to see that no mistakes or omissions have occurred in the process of consolidation.

4. When the final electoral roll or the final list of amendments, as the case may be, has been prepared as instructed above, in duplicate for each unit, one copy should be sent to the Press without delay. Suitable clear instructions should be given to the printer to re-arrange the voters according to the altered serial numbers while composing the roll and the proofs sent by the Press should be checked with special care.

5. In the case of units included in constituencies for which the Tahsildar of another taluk is the Electoral Registration Officer, the Electoral Registration Officer concerned should, as soon as the claims and objections relating to such an unit have been disposed of by the Revising Authority, send to the Tahsildar of the taluk in which the unit is administratively included the preliminary electoral roll together with the decisions of the Revising Authority on the claims and objections and applications relating to the unit. The Tahsildar will then prepare the final list of amendments for the unit or the final consolidated roll, as the case may be, and have it printed in accordance with the instructions in paragraphs 3 and 4 above. The Press should however be instructed to despatch the printed copies of the list of amendments or the roll for the unit to the Electoral Registration Officer concerned. The Tahsildar should also return to the Electoral Registration Officer the records received from him, viz., the preliminary electoral roll and the list showing the decisions of the Revising Authority.

6. The preparation and printing of the final lists of amendments should proceed briskly side by side with the disposal of claims and objections relating to each local unit and they should not be delayed pending the orders of the Revising Authority in respect of claims and objections relating to other local units. In respect of units for which no claims or objections have been filed or applications made under rule 12, the final list of amendments or the consolidated final roll should be prepared immediately after the period fixed for the receipt of claims and objections is over and sent for printing.

7. The printing of electoral rolls should be done in double column lengthwise as during the revision in 1952. Orders in regard to the number of copies of the consolidated final rolls or the final lists of amendments to be printed and the number of copies thereof to be supplied to the Electoral Registration Officer of the Parliamentary constituency and in regard to the terms and conditions for printing will be issued separately.

8. In those areas where the roll is consolidated and reprinted, if the key-list prefixed to the electoral roll requires amendment, it should also be reprinted as amended ; if it does not require amendment, it need not be reprinted and the copies of the key-list should be detached from the old electoral rolls and prefixed to the reprinted copies of the rolls.

9. *Title page.*—(1) A title page in the form given in Annexure IV to G.O. No. 2364, Public (Elections), dated 16th September 1951, as amended with reference to the instructions in paragraph 11 (9) of Electoral Rolls (Assembly and Parliamentary) (Annual Revision) Circular No. 2, dated 16th August 1952 and Circular No. 10, dated 11th December 1952, has now been printed and prefixed to each copy of the electoral roll for each constituency or each electoral area (Assembly and Parliamentary). The electoral areas to be formed will be different in some cases in the revision in 1953 and it is necessary to amend the title-page with reference to th e following points and reprint the title page for all constituencies and where they have been divided into electoral areas for each such electoral area ;—

(i) The title page should be amended with reference to any change in the administrative areas comprising the constituency since the publication of the existing rolls, i.e., suitable indications should be made in the body of the title page against the unit concerned and the change explained in a foot-note as instructed in paragraph 6 of the Government Order, dated 16th September 1951, referred to above.

(ii) In the constituencies or electoral areas where the roll has been consolidated and reprinted now, the "Note" below the heading should be as follows :—

"NOTE.—The age of voters in this roll is as recorded in 1953."

In the constituencies or electoral areas where only a list of amendments has been prepared the "Note" should be given in the following form :—

"NOTE.—This roll consists of the following parts the original roll of 1948, the supplementary roll and errata of 1950, the list of amendments of 1951, the list of amendments of 1952 and the list of amendments of 1953. The age of electors in each part is as recorded in the respective years."

(2) Duplicate copies of the title page should be prepared with reference to the above instructions by the Electoral Registration Officers of each Assembly and Parliamentary constituency and one copy should be sent to the press in good time so that the title page may be ready to be prefixed to the roll for each constituency or electoral area as soon as it is formed. As many copies of the title page should be printed as there would be complete sets of the Assembly rolls and Parliamentary rolls by constituencies or electoral areas, as the case may be, with the Electoral Registration Officers concerned.

10. *Final publication.*—(1) As and when the printed copies of the final list of amendments of each unit are received from the press, the Electoral Registration Officer of the Assembly constituency should send the necessary number of copies to the Electoral Registration Officer of the Parliamentary constituency concerned. The Electoral Registration Officers of the respective constituencies should arrange for adding the lists of amendments to the current electoral rolls. In Madras City and in other areas where the final list of amendments of 1952 and the list of amendments prepared at this revision have been consolidated, the final list of amendments of 1952 should be removed when adding the list of amendments of 1953. Thus, after the list of amendments for all the units in a constituency or electoral area have been received, the final electoral roll for the constituency or electoral area should be formed.

(2) Similarly, after the consolidated final roll for all the units in an Assembly constituency or electoral area therein have been received, the final electoral roll for the constituency or the electoral area should be formed. After forming such sets, the Electoral Registration Officer of the Assembly constituency should send to the Electoral Registration Officer of the relevant Parliamentary constituency the necessary number of copies of the roll.

(3) As soon as the rolls (both Parliamentary and Assembly) are ready in respect of any constituency or electoral area, the title page should be prefixed to it with the date noted therein and it should be published *at once* without any delay by the Electoral Registration Officers of the Parliamentary constituency and of the Assembly constituency in their respective offices, acting in prior consultation, irrespective of the fact whether the rolls in respect of other constituencies or electoral areas are ready for final publication or not. The roll should be published by the Electoral Registration Officer by displaying it at a conspicuous place in his office. Under the direction of the Election Commission this is the only publication required statutorily and the final roll if published on or before 1st October 1953 will come into force on 1st October 1953. Where, however, the roll is published after 1st October 1953, it will come into force on the day of its publication.

(4) The Electoral Registration Officer should take care to see that the rolls are correctly arranged and complete in all respects before they are published. He will be held personally responsible for carrying out the final publication in accordance with the rules and the instructions issued by the Government.

(5) The final rolls should also be published non-statutorily as soon as possible after the above final publication at the same places in which the preliminary rolls were published, viz., (1) the local unit to which the roll relates, (2) the Registration Office of the Registration Department, (3) Police station and (4) Office of the local body, if any, having jurisdiction over the local unit, so that the public may go to a place to which they are already accustomed. As in the case of the preliminary publication, this non-statutory informal final publication should also be common in respect of the Assembly and Parliamentary roll and only one copy of the roll for the unit or units concerned should be published with the notice in the form given in the Annexure to Memorandum No. 3852/51-1, Public (Elections), dated 6th October 1951, in the respective places by the Electoral Registration Officer of the Assembly constituency. These notices may bear the facsimile signature of the Electoral Registration Officer.

(6) The final rolls, whether published statutorily or on a non-statutory basis, should be allowed to remain at the place of publication for a period of 15 days from the date of publication. Necessary precautions for keeping them under proper custody should be taken at all places. They should be removed from the place of publication after 15 days. If any member of the public desires to inspect the rolls after this period they should be kept on a table close to where the ministerial head of the office or a specified section head is sitting so that they can be perused there by the public without running the risk of the rolls, or any portions thereof being removed by any unauthorized person or of being tampered with in any manner.

(7) The Electoral Registration Officer of every constituency (Assembly and Parliamentary) should, as soon as he has published the final electoral roll of his constituency, forthwith intimate the date of the publication to the Chief Electoral Officer, Madras, and to the Deputy Tahsildar, Tahsildar, Revenue Divisional Officer and Collector having jurisdiction over any area included in the constituency.

11. *Progress of work.*—(1) *Preparation of final lists of amendments or final consolidated electoral rolls.*—Each Revenue Divisional Officer should submit weekly progress reports to the Government in the Public (Elections) Department with copy to the Collector of the district, on the progress made in the preparation of the final lists of amendments in the form in Annexure II-A and in the preparation of the consolidated final rolls in the form in Annexure II-B.

The first report in respect of non-intensive revision areas should be for the week ending 1st August 1953 and that in respect of intensive revision areas should be for the week ending 3rd October 1953.

(2) *Printing of the final lists of amendments or final consolidated electoral rolls.*—Each Revenue Divisional Officer should submit weekly progress reports in the form in Annexure III. The first report in respect of non-intensive revision areas should be for the week ending 8th August 1953 and that in respect of intensive revision areas for the week ending 10th October 1953.

(3) In order to watch the progress of printing at the selected printing centres, Collectors are requested to submit fortnightly progress reports on the printing of the final lists of amendments or the electoral roll, as the case may be, in the form in Annexure IV to this Circular, along with the copy of their reviews on the progress of printing. The first progress report should be for the period ending 15th August 1953.

(4) Each progress report should reach the Government within five days of the close of the period to which it relates and it should continue to be submitted till the items of work covered by it are completed.

(5) All progress reports submitted by the Revenue Divisional Officers should be reviewed by Collectors then and there, and copies of the reviews forwarded to the Government.

12. Subject to the instructions above the instructions issued for the preparation of the final list of amendments and final publication in connexion with the first preparation of the rolls and the annual revision in 1952 will apply *mutatis mutandis* to this revision.

M. A. SHERIFF,
Deputy Secretary to Government.

To all Collectors.
" the Commissioner, Corporation of Madras, through Mayor.
" all Revenue Divisional Officers.
" all Tahsildars.
" all Deputy Tahsildars in charge of sub-taluks.
" the Stationary Sub-Magistrate, Fort Cochin.
" the Superintendent, Government Press, Madras.
" the Superintendent of Stationery, Madras.

Copy to Public (Elections-II) Department.
" Public (Elections-VII) Department.
" Andhra Government.
" Mysore Government.

Forwarded to the Andhra Govt

(By order)

S. Venkataraman
Superintendent.
Public (Elections) Department.

[Annexures

Acknowledgment.

I acknowledge the receipt of Electoral Rolls (Assembly and Parliamentary) (Annual Revision, 1953) Circular No. 4 [Government Memo. No. 978/53-8, Public (Elections), dated 10th June 1953].

Station — Signature

Date — Designation

To the Deputy Secretary to Government,
Public (Elections I) Department,
Fort St. George, Madras.

ANNEXURE I.

Form of Electoral Roll.

District — *Village/Panchayat/Cantonment Municipality.*

Taluk/Sub-taluk — Block No. / Locality No.

N.B.—The sequence of the entries below is—Serial number, Full house number, Name of voter, Father's/Mother's/Husband's name, Male or Female and age—

1 (1—1—1) Murugan (Krishnan) M 48.
2 („) Arumugham (Murugan) M 21.
3 („) Kuppammal (Murugan) F 37.
4 (1—1—2) Rajagopal Naidu (Appan Naidu) M 65.
5 („) Lakshmi Ammal (Rajagopala Naidu) F 22.
6 („) Yasodha Ammal (Rajagopal Naidu) F 43.
7 (1—1—3) Ganammal (Sundaram Chettiar) F 54.
8 („) Chengalvarayan (Sundaram Chetty) M 26.
9 („) Subramanian (Sundaram Chetty) M 30.

36 (1—1—9) Aiyasamy Iyer (Subbaraya Iyer) M 65.
37 („) Annamalai (Sivasankara Iyer) M 30.
38 („) Gopal (Vaidhyanatha Swamy) M 22.
39 („) Lalithangi Ammal (Ayyasami Iyer) F 19.
40 („) Vasanthakumari (Ayyasami Iyer) F 19.
41 (1—1—10) Govindarajulu Naidu (Rangiah Naidu) M 50.
42 („) Nagarathinam (Govindarajulu Naidu) F 23.

ANNEXURE II-A.

ELECTORAL ROLLS—MADRAS LEGISLATIVE ASSEMBLY AND HOUSE OF THE PEOPLE—ANNUAL REVISION, 1953.

Preparation of final lists of amendments—

Progress report for the week ending.

District

Division

Names of Assembly constituencies lying wholly or in part in the division.	Total number of local units in the constituency or part of the constituency noted in column (1).	Number of local units for which the lists of amendments have been prepared		Total number of cases to be entered in the lists of amendments for all units.	Number of cases entered in the lists of amendments		Number of cases yet to be entered in the lists of amendments.	Expected date of completion of preparation of lists of amendments for all the local units.
		During the week.	Up to the end of the week.		During the week.	Up to the end of the week.		
(1)	(2)	(3-*a*)	(3-*b*)	(4)	(5-*a*)	(5-*b*)	(6)	(7)

NOTE.—Any explanatory or other remarks should be added in suitable foot notes. No covering letter need be sent.

ANNEXURE II-B.

ELECTORAL ROLLS—MADRAS LEGISLATIVE ASSEMBLY AND HOUSE OF THE PEOPLE—ANNUAL REVISION, 1953.

Preparation of consolidated final electoral rolls— $\frac{\text{Non-intensive}}{\text{Intensive}}$ revision areas.

Progress report for the week ending ..

District

Division

Names of Assembly constituencies lying wholly or in part in the division.	Total number of local units in the constituency or part of the constituency noted in column (1).	Number of local units for which consolidated final electoral rolls have been prepared.		Total number of cases to be entered or carried out in the final rolls.				Number of cases entered or carried out in the final rolls.		Number of cases yet to be entered or carried out in the final rolls.	Expected date of completion of preparation of consolidated final rolls for all the local units.
		During the week.	Up to the end of the week.	Additions.	Deletions.	Corrections.	Total.	During the week.	Up to the end of the week.		
(1)	(2)	(3-*a*)	(3-*b*)	(4-*a*)	(4-*b*)	(4-*c*)	(4-*d*)	(5-*a*)	(5-*b*)	(6)	(7)

NOTE.—Any explanatory or other remarks should be added in suitable footnotes. No covering letter need be sent.

ANNEXURE III.

ELECTORAL ROLLS—MADRAS LEGISLATIVE ASSEMBLY AND HOUSE OF THE PEOPLE—ANNUAL REVISION, 1953.

Printing of final lists of amendments or final electoral rolls—$\frac{\text{Non-intensive}}{\text{Intensive}}$ revision areas.

Form of progress report by Revenue Divisional Officer for the week ending

Name of district.

Name of division.

Names of Assembly constituencies lying wholly or in part in the division.	Number of units in each of the constituencies or part of the constituency noted in column (1).	Number of units for which final lists of amendments or final electoral rolls have been sent for printing.	Number of units for which lists of amendments or final rolls have been printed by the press and received by the Electoral Registration Officer.		Number of units for which printed lists of amendments or electoral rolls have yet to be received.	Date by which printed lists of amendments or electoral rolls for all the units are expected to be received.	Date when the final electoral roll of the constituency will be published.	Remarks.
			In the week.	Up to the end of the week.				
(1)	(2)	(3)	(4-*a*)	(4-*b*)	(5)	(6)	(7)	(8)

NOTE.—Any explanatory or other remarks should be added in suitable footnotes. No covering letter need be sent.

ANNEXURE IV.

ELECTORAL ROLLS—MADRAS LEGISLATIVE ASSEMBLY AND HOUSE OF THE PEOPLE—ANNUAL REVISION, 1953.

Lists of amendments or electoral rolls—Printing district.

Progress report for fortnight ending

Name of the Controlling taluk or sub-taluk office.	Names of the printing centres controlled by the office in column (1).	Aggregate monthly outturn guaranteed by the presses at each printing centre in column (2).	Number of pages allotted to each printing centre in column (2).	Number of pages for which proofs have been received in the Controlling office.		Number of pages for which proofs are yet to be received.	Number of pages for which proofs have been checked and returned to the printers.		Number of pages for which final copies have been printed.		Number of pages for which final copies have yet to be printed [column (7-*b*) *minus* column (8-*b*)].	Number of pages for which final copies have been despatched to the Tahsildar or Deputy Tahsildar concerned.		Number of pages for which final copies have been printed but not yet despatched to the Tahsildar or Deputy Tahsildar concerned [column (8-*b*) *minus* column (10-*b*)].
				During the fortnight.	Up to the end of the fortnight.		During the fortnight.	Up to the end of the fortnight.	During the fortnight.	Up to the end of the fortnight.		During the fortnight.	Up to the end of the fortnight.	
(1)	(2)	(3)	(4)	(5-*a*)	(5-*b*)	(6)	(7-*a*)	(7-*b*)	(8-*a*)	(8-*b*)	(9)	(10-*a*)	(10-*b*)	(11)

NOTE.—Any explanatory or other remarks should be added in suitable footnotes. No covering letter need be sent.